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Direction and Control of the Search Function Host Agency Requirements

The California Emergency Management Agency – Law Enforcement Division (Cal EMA-LED) appreciates your interest in becoming a host for our 40 hour, P.O.S.T. certified **“Direction and Control of the Search Function”** course. We would be delighted to coordinate with you to bring this popular course to your jurisdiction. Having agencies host this course assists us in the pursuit of our goals of improving upon search management effectiveness and efficiency throughout the state. Hosting a course not only brings search management knowledge to your agency personnel but also recognition to your agency/county. Hosting this course will also guarantee up to 15 student slots for your agency personnel.

While the Direction and Control of the Search Function course is offered at no charge, it is a traveling course and the Cal EMA staff needs a great deal of help from the hosting agencies, some of which may involve minor costs to the host. To provide the best course possible, host agencies must fulfill the following responsibilities:

1. Locate, reserve, and assist with set up of **classrooms and facilities** as identified in this list.
2. Provide **lodging recommendations** for the students and instructors; secure reservations for blocks of rooms at or below the state rate of \$84.00, plus tax, per night if possible. Certain areas of the state allow slightly higher rates.
 - (a) The number of rooms reserved should be appropriate to the number of students and staff (30 students – 4 instructors). The host agency should identify their personnel attending the course and those that will require lodging and block rooms accordingly (15 host agency personnel attending, none requiring lodging, means a block of 19 rooms must be reserved).
 - (b) If the course is being held at a hotel or a training facility with attached lodging, then secure conference room(s) as identified in the attached list.
3. Provide written **arrival instructions** that Cal EMA can send to the students as part of a “Welcome” package. Instructions should include clear maps and written directions to the facility and classroom, clearances required, check-in instructions, and any special instructions; e.g. parking restrictions, etc.

4. Provide a single **Point Of Contact**. The POC must:

- (a) Provide telephone, pager, cell, and fax numbers etc. for unhampered communications with the instructors.
- (b) Be readily available to solve problems and make last minute adjustments, especially immediately prior to the course start time and arrival of instructor along with classroom set up.
- (c) Be present with room keys, etc. at the pre-designated set up date and time to assist the instructors with equipment and classroom set up.

5. Provide any unforeseen **minimal supply needs** and access to a **photocopy machine**.

6. Recommend the providing of **beverages** for the students and staff. To consist of morning coffee and afternoon water or sodas. If needed, the host agency can request donations from the students and staff to offset beverage service expenses.

7. Arrange for the Sheriff, Chief Ranger, Agency Administrative Staff Member, or Agency SAR Coordinator to attend the opening session of the course and give brief opening **comments** on behalf of your agency as the course host.

Classroom and Facility Requirements:

1. Facilities are required from approximately 0700 to 1730 each full day of the course schedule. The facilities must be made available for class set up on the day prior to the course from approximately 1500 to 1700. Later set up times can be accommodated.
2. Classrooms **must** be single-use rooms so that the instruction equipment and materials can be left in place, locked up, and left overnight without worrying about security and so students can leave items in the classroom.
3. The classroom size must be large enough to comfortably seat 30 students (adequate heating, ventilation, or cooling), with sufficient student **table** workspace (No small classroom desks) for the use of maps along with reference material and note taking. (3 students to a standard 8' folding table is tight but adequate). Table space for 4 instructors, computer equipment, and large quantities of materials and handouts at the rear of the room.

4. The classroom configuration should have tables arranged in rows with a front to back aisle between adjacent tables that has sufficient space for the instructors to move about the room during presentations and to monitor student work. The room must have sufficient depth (from front to back) so that projected materials may easily be read by all without projectors blocking student views or drowning out instructor voices.
5. Break out rooms will be needed for map problem exercises throughout the entire course beginning on day 2. These rooms must have sufficient space to comfortably seat 6 students with sufficient table space for map work (2 - 8' tables placed back to back). A total of 2-3 breakout rooms will be necessary as 1 or 2 groups may remain within the main classroom if space is sufficient for separation. At least 12' separation is necessary between any groups within the same room as all groups will be working the same map problem scenario but will be progressing at different speeds and it is vital that they are not distracted by the other groups.

We appreciate your agencies interest in hosting the **Direction and Control of the Search Function** search and rescue management course and look forwarding to working with you to present a successful and beneficial program. We remain available to answer any questions or address any interest you may have. Contact us at any time.

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